

## Attachment J-C16.2

### Architectural Systems Work Instruction

<b><u>SOW Item No.</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
C16-02	Exterior Overhead Door Biennial PM	2-4

**SOW Item No. C16-02**  
**Exterior Overhead Door Biennial PM**

Name of Inspector: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

Building Number: \_\_\_\_\_

Location: \_\_\_\_\_

**General Requirements for all mechanically operated door types:**

- \_\_\_1. Check alignment of door and mechanism. Inspect mountings, hinges, mats and trim, weather stripping. Replace, tighten, and adjust as required.
- \_\_\_2. Clean and lubricate door pivot points.
- \_\_\_3. Check operation of control board relays, clean, replace, adjust contacts as required.
- \_\_\_4. Check manual operation
- \_\_\_5. Operate doors with power, observing operation of actuating and safety mats, door speed, and checking functions where applicable.
- \_\_\_6. Inspect power unit, tighten lines, and adjust as required.
- \_\_\_7. Inspect door operating unit, tighten lines, and adjust as required.
- \_\_\_8. Fill out maintenance report/ record ~ See below for report.

## MAINTENANCE REPORT

## Overhead Doors:

## OVERHEAD ROLLING

## SECURITY BARRIER, ROLLING

Repairs/modifications since last inspection:

Any Leaks reported?	Y	N
(Describe locations at right)		

Leaks occur:	
Every time it rains?	Y N

During wind-driven rain?                      Y   N

During ice/snow buildup?                  Y N

### Guide/tracks:

1. Out of line? Y N
2. Clogged with dirt? Y N
3. Rust? Y N
4. Loose from structure? Y N
5. Other problems? Y N

**Condition:**

IR	NI	OK

IR = Immediate Repair	NI = check at Next Inspection	OK = no problem noted
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### Locations/Observations

[illegible]

**Door/Rollers:**

- |                    |   |   |
|--------------------|---|---|
| 1. Damaged?        | Y | N |
| 2. Racked?         | Y | N |
| 3. Other problems? | Y | N |

**Condition:**

IR	NI	OK

IR = Immediate Repair	NI = check at Next Inspection	OK = no problem noted
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**Locations/Observations**
